

CON 120

Mission Focused Contracting

This is the capstone course for CON Level I students. This course engages the students in the entire acquisition process from meeting with the customer to completing the contract closeout process. Students will have an opportunity to learn and apply leadership, problem-solving, and negotiation skills. Using an integrated case study approach, students will apply the knowledge and skills gained in the previous CON Level I courses.

Objectives: Students who successfully complete this course will be able to:

- provide contracting advice based on market research;
- prepare a solicitation package;
- prepare, award, and debrief a contract requirement;
- evaluate price reasonableness and conduct price negotiations;
- plan and conduct a post-award conference; and
- modify a contract, exercise a contract option, and complete the contract closeout process.

Who Should Attend: This course is designed for personnel new to the contracting workforce or noncontracting personnel who play a role in the acquisition process.

Prerequisites: CON 100 and CON 112

Length: 10 class days

Method of Delivery: Resident/Local

PDS Code: JHN



CON 202

Intermediate Contracting

Intermediate-level contracting personnel examine contracting, focusing on complex, noncommercial acquisitions. Through an integrated case study, students are challenged to accept their roles as business advisors and to apply ethical principles and sound judgment to resolve contracting issues.

Objectives: Students who successfully complete this course will be able to:

- plan procurement, including acquisition planning with a formal source selection plan pursuant to the analysis of market research and requirements documents and consideration of recurring requirements, government property, competition, contract type, and contract financing;
- create a contract, including preparation of a Request for Proposal, evaluation of factors, competitive range determination, discussions, and processing of a request for final proposal revisions;
- prepare an award decision, conduct debriefings, and take steps to mitigate and/or resolve protests; and
- administer a contract, including administration planning, conducting a post-award orientation, contract surveillance and quality assurance, financial management, and terminations.

Who Should Attend: This course is for intermediate-level contracting personnel with Level I Contracting certification and 2 years of contracting experience.

Prerequisite: CON 120

Recommended: 2½ years of contracting experience after completing CON 101 or the combination of CON 110, CON 111, and CON 112

Precourse Materials: Read-ahead assignment—Lessons 1–3

Length: 10 class days

Method of Delivery: Resident/Local

PDS Code: PGE

